

DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES



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Procedures For Requesting and Obtaining State Approval for Chemical Dependency Treatment Services (53-24-208 MCA and ARM 37.27.106)

In order to obtain state approval for chemical dependency treatment services from the DPHHS, agencies must complete the following process:

1. A written request for approval must be made to the DPHHS, Addictive and Mental Disorders Division (AMDD), P.O. Box 202905, 555 Fuller, Helena, Montana 59620-2905 (406) 444-3964. AMDD will send the application form to the applicant agency as soon as written notification is received. The agency may also download and complete the on-line Application form found on the Internet at: <http://www.dphhs.mt.gov/programsservices/healthcarefacilities.shtml>
2. Agencies must complete and submit all information required on the application form. It is imperative that all information requested be submitted as per application instructions. Agencies requesting inpatient approval must submit evidence that the Montana Certificate of Need (CON) Law has been completed and approved. Contact Quality Assurance Division, CON Administrative Officer Pamela Sourbeer at (406) 444-9510 regarding this process.
3. Within 30 days of receiving the application, the Department will notify the applicant in writing of acceptance or denial of the application.
4. If the Department denies the application for approval, the applicant has 30 days to request a formal hearing as provided for in the Montana Administrative Procedure Act.
5. If the application is approved the Department will notify the agency in writing and request copies of all written policies, procedures and documents required for approval.
6. If written documents submitted to the Department do not meet the requirements for approval, the AMDD shall notify the applicant in writing. The applicant shall have 30 days from the date of the AMDD notification to respond in writing to the content of the notice. If a response is not received within 30 days, the Department may refuse to grant approval.
7. If written documents submitted to the Department do meet the requirements for approval the AMDD will schedule an on-site evaluation. Agencies will be notified as soon as on-site review dates are scheduled.
8. Approval is granted only after completion of the on-site review, provided the agency is in compliance with the Standards required by 53-24-208 MCA and defined in ARM Title 37, Chapter 27.